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Chief, Economic Research

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Chief, Publications Staff

Time Consumed in St/PB in Processing Reports

1. This memorandum is in response to the DCB/E's oral request for statistics on the time consumed in St/PB in processing all reports sent to reproduction since the last memorandum on the same subject, which covered the period from 1 September 1955 through 31 August 1956. This memorandum covers the period from 1 September 1956 through 31 December 1957.

2. The conclusions presented in the study for 1 September 1955 - 31 August 1956, based on 133 reports (105 from the HRA, 17 from the KIC, and 11 from D/T), were that an average of 56 workdays per report elapsed from the time of receipt in St/PB of a report until it was sent to reproduction. The conclusions drawn from the present study, for 1 September 1956 - 31 December 1957, based on 176 reports (133 from the HRA -- 22 from D/A, 23 from D/M, 43 from D/I, and 45 from D/S -- and 43 from the KIC), show that the elapsed time has been reduced to 38 workdays, or to 40.8 if only HRA reports are considered.

3. You will recall the extensive Time and Motion Study that was prepared by St/PB under the date of 1 March 1954. This staff study discussed the production problems of St/PB in preparation for the crash program culminating in the summer and fall of 1954. Based on 56 reports received for editing from 1 January through 30 June 1953, the study arrived at an average of 86.5 workdays consumed by St/PB per report from the time of receipt of a report until it was sent to reproduction. The results of the present study, for 1957, and that for 1956 in comparison with the results of the Time and Motion Study of 1954 are presented in more detail below:

1954 Time and Motion Study: 1 January through 30 June 1953

	<u>In St/PB</u>			<u>Outside St/PB</u>	<u>Total</u>
	<u>Inactive</u>	<u>Being Edited</u>	<u>Typing, Proofing, and Review</u>	<u>Revision, Clearance, Approval</u>	
Average Workdays	15.5	29.5	20.5	21.0	86.5

SUBJECT: Time Consumed in St/PB in Processing Reports

1956 Study: 1 September 1955 through 31 August 1956

	<u>In St/PB</u>			<u>Outside St/PB</u>	<u>Total</u>
	<u>Inactive</u>	<u>Being Edited</u>	<u>Typing, Proofing, and Review</u>	<u>Revision, Clearance, Approval</u>	
Average Workdays	15	15	11	15	56

1957 Study: 1 September 1956 through 31 December 1957

	<u>In St/PB</u>			<u>Outside St/PB</u>	<u>Total</u>
	<u>Inactive</u>	<u>Being Edited</u>	<u>Typing, Proofing, and Review</u>	<u>Revision, Clearance, Approval</u>	
Average Workdays	2	17	12	7	38

The averages of the time in process for the reports of the present study are given below for each division of the ERV and the EIC and also an average for the ERA as a whole:

	<u>In St/PB</u>			<u>In Division</u>	<u>Total</u>
	<u>Inactive</u>	<u>Editing</u>	<u>Typing</u>		
D/A	5	23	19	8	55
D/M	5	24	16	12	57
D/I	1	15	1	2	19
D/S	3	18	16	7	44
EIC	0	1.5	1.5	0	3
ERA	2.8	17	15.5	8.5	40.8
Total	2	17	12	7	38

4. At the time of the Time and Motion Study, in 1954, St PB had 15 professionals and 5 typists. The Time and Motion Study recommended the addition of 1 Junior Editor and 4 typists. On the basis of these additions a projection was made of the probable capability of St/PB, as follows:

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	<u>In St/PB</u>			<u>Outside St/PB</u>	<u>Total</u>
	<u>Inactive</u>	<u>Being Edited</u>	<u>Typing, Proofing, and Review</u>	<u>Revision, Clearance, Approval</u>	
Average Workdays	5	25	15	5	50

Between 1 September 1955 and 31 August 1956, St/PB had 14 professionals and 5 typists; and during the time of the present study, 12 professionals and 5 typists. Obviously, therefore, with a reduction rather than an increase in professional personnel, the decrease in processing time from an average of 86.5 workdays to 56 to 38 (an average about 25 percent below the average of 50 workdays projected by the Time and Motion Study) has been due in part to the increased efficiency of the staff. Also, part of the decrease in processing time has been due to the facts that draft reports during the past 2 years have been shorter and better written and especially that the scheduling of the submission of draft reports has been more realistic. For example, during the period of the present study the 176 reports received were distributed as follows:

<u>1956</u> <u>Sep-Dec</u>	<u>1957</u> <u>Jan-Mar</u>	<u>Apr-Jun</u>	<u>Jul-Sep</u>	<u>Oct-Dec</u>
38	29	39	42	28

5. It should be noted that the reports covered in the present study range from the EIC Biweekly, which is edited (including the writing of the summary), typed, and proofed in 1 day, to such a report as ORR Project 25.872, which required almost as much time in processing as the gestation period of an elephant. In other words, the average time in processing all reports is an arithmetic mean only, and not an indication of the time in processing of an average report received by St/PB. In still other words, bad reports which require prolonged editing and revision or unusually long reports of any quality tend always to increase out of all proportion the average number of workdays consumed in processing in St/PB. The well-written report of average length actually remains in St/PB 10 to 15 workdays at the most.

6. It should also be noted how much the element of inactive time, both in St/PB and in the division, increases the total time in processing. If this inactive time could be eliminated, the time in processing could be reduced to an average of 30 workdays or less for reports of all categories. It should be possible to lower still further the average time in processing if reports, as submitted, did not require extensive revision and if they were all scheduled so as not to overload the capacity of St/PB at some times and then fall off to a trickle at others.

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